A picture containing logo

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

**[I am/we are]** writing to you regarding the delivery of non-contractual work. Because this activity is outside **[my/our]** standard contract, separate arrangements will therefore need to be agreed for it.  
  
While **[I am/we are]** willing to undertake this work, **[I am/we are]** only prepared to do so for a rate that appropriately reflects the value of **[my/our]** time.

As such, this letter is to notify you that with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[I am/we are]** onlywilling to deliver this activity if it is remunerated at the value set out on the BMA rate card or better. These rates are included as an annex to this letter.

**[I/we]** would be grateful if you could confirm your acceptance of this rate prior to any such additional work being undertaken.

Yours sincerely,

**Annex 1**

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